

Message Text

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11

ACTION NEA-10

INFO OCT-01 ISO-00 /011 W

----- 005896

R 050703Z NOV 75

FM AMEMBASSY DAMASCUS

TO SECSTATE WASHDC 5116

LIMITED OFFICIAL USE SECTION 01 OF 02 DAMASCUS 4352

DEPT. FOR NEA/EX JONES AND NEA/ARN

E.O. 11652: N/A

TAGS: AFSP SY

SUBJECT: ADMINISTRATIVE POPOURRI

THE FOLLOWING ARE A NUMBER OF ADMINISTRATIVE MATTERS FOR WHICH THE BUREAU'S ASSISTANCE AND/OR GUIDANCE IS REQUESTED.

1. FYI GSO BILL MEDLIN ARRIVED BACK IN DAMASCUS SAFELY SUNDAY NIGHT, NOVEMBER 2.

2. CONSULAR OFFICER MUDD IS DUE FOR TRANSFER IN AUGUST 1976. THE POSITION IS CURRENTLY CLASSIFIED AT O-4 LEVEL. THE POST INTENDS TO SEND IN AN OM SUGGESTING THAT THE POSITION BE DOWNGRADED TO THE O-5 LEVEL. THIS WILL BE IN ACCORDANCE WITH MARTINSON'S LETTER TO PELLETREAU DATED OCTOBER 21 OF WHICH JONES HAS A COPY.

3. THE ADMINISTRATIVE SECRETARY, BRENDA HECKARD, INTENDS TO MARRY MARINE CPL. JOHN F. MOOS IN LATE APRIL, 1976. SHE EXPECTS TO LEAVE DAMASCUS IMMEDIATELY AFTER MOOS COMPLETES HIS DUTY ON MAY 14. IT WOULD BE APPRECIATED IF PERSONNEL WOULD START LOOKING FOR A REPLACEMENT TO ARRIVE AT POST NO LATER THAN MID-MAY, 1976.

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4. DAMASCUS OM OF MARCH 12, 1975, REQUESTED

RESTORATION OF FORFEITED 1974 ANNUAL LEAVE FOR MCCORMICK AND KAPTAIN. STATE TELEGRAM 167079 OF JULY 16 INDICATED THAT RESPONSIBILITY FOR DECIDING ON RESTORATION OF FORFEITED LEAVE HAD BEEN TRANSFERRED TO NEA. IN VIEW OF A-6381 DATED OCTOBER 8, 1975, WOULD APPRECIATE ADVISE OF STATUS REQUEST CONTAINED IN THE MARCH 12 OM.

5. THE EMBASSY'S MALE FOREIGN SERVICE LOCAL RECEPTIONIST HAS BEEN RECALLED TO MILITARY SERVICE WITH THE SYRIAN ARMY FOR A PERIOD OF ONE TO THREE MONTHS. SYRIAN LAW SPECIFIES THAT EMPLOYERS OF RESERVISTS CALLED BACK TO SERVICE MUST CONTINUE TO PAY THEIR SALARY. 3 FAM 460 PROVIDES AUTHORITY TO PAY AMERICAN EMPLOYEES THEIR SALARIES IF RECALLED FOR SERVICE IN THE U.S. MILITARY FORCES, HOWEVER, THE REGULATIONS APPEAR TO BE MUTE AS TO WHAT SHOULD BE DONE IN THE CASE OF FSL'S RECALLED BY THEIR NATIONAL MILITARY FORCES. WOULD APPRECIATE GUIDANCE ON WHETHER SYRIAN EMPLOYEES RECALLED TO THEIR NATIONAL MILITARY FORCES RESERVE DUTY COULD BE PLACED ON ADMINISTRATIVE LEAVE AND CONTINUE TO RECEIVE THEIR SALARY. UNTIL THIS QUESTION IS CLARIFIED, WE HAVE PLACED THE EMBASSY RECEPTIONIST ON LEAVE WITHOUT PAY.

6. WE HAVE BEEN INFORMED BY OPR/ST/P THAT OUR PURCHASE ORDER FOR TWENTY (20) CLOTHES DRYERS WAS MISPLACED AND THAT GENERAL ELECTRONICS OF 4513 WISCONSIN AVENUE IS HANDLING THE ORDER. WOULD APPRECIATE YOUR CALLING GENERAL ELECTRONICS WITH A VIEW TO EXPEDITING SHIPMENT OF THE DRYERS. TWENTY DRYERS WILL BE SUFFICIENT TO COVER THE NEEDS OF STAFF NOW ON BOARD PLUS AN AMERICAN SECRETARIAL POSITION, WE UNDERSTAND, IS BEING CONSIDERED FOR THE POLITICAL SECTION. THERE IS NO AUTOMATIC WASHER OR DRYER AT THE RESIDENCE. THE POST IS REQUESTING BY SEPARATE TELEGRAM THAT FBO SHIP ONE OF EACH ASAP. WE ARE ALREADY SHORT ONE (1) STOVE FOR COMMUNICATOR MILLER, WHICH WE WOULD APPRECIATE RECEIVING FROM BEIRUT WHEN THE SITUATION THERE IMPROVES. IN ORDER LIMITED OFFICIAL USE

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TO COVER OUR STAFF INCREASE AND FOR BREAKDOWNS OF EQUIPMENT, WE WOULD LIKE TO HAVE THE FOLLOWING:

THREE (3) ELECTRIC DRYERS
THREE (3) ELECTRIC WASHERS
EIGHT (8) WINDOW AIR CONDITIONERS
TWO (2) FREEZERS
SIX (6) REFRIGERATORS

SIX (6) STOVES
TWENTY-THREE (23) VACUUM CLEANERS.

WE ALSO NEED RUGS FOR THE MARINE HOUSE, DORSEY AND
SATCHER SINCE NONE WERE INCLUDED WITH THE FURNITURE
INITIALLY PROVIDED FOR THEM.

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7. IF WE ARE GOING TO PROVIDE THE TYPE OF ADMINI-
STRATIVE SUPPORT NECESSARY TO MEET OUR SHARED
ADMINISTRATIVE COMMITMENTS, WE WILL NEED THE TWELVE
LOCAL POSTS REQUESTED IN DAMASCUS TELEGRAM 3881,
TRANSMITTED ON OCTOBER 3, 1975.

8. WE WILL NEED A SET OF FURNITURE FOR THE
AMERICAN SECRETARY WE UNDERSTAND IS BEING CONSIDERED
FOR ASSIGNMENT TO THE POLITICAL SECTION.

9. BY SEPARATE COMMUNICATION, WE WILL BE SUBMITTING
A REQUEST TO FBO FOR FUNDS TO REPLACE THE WORN OUT
AND DANGEROUS ELECTRIC WIRING IN THE CHANCERY.

10. CRO TOM BELL WHO HAS A TRANSFER ELIGIBILITY DATE
OF JANUARY, 1976 AND WHO HAS ALREADY RECEIVED TRANSFER
ORDERS TO HELSINKI, HAS REQUESTED PERMISSION TO
DEPART POST ON OR ABOUT DECEMBER 20 IN ORDER THAT HE
MAY SPEND CHRISTMAS AT HOME. IT WOULD BE APPRECIATED
IF TRANSFER ORDERS FOR HIM COULD BE ISSUED EARLY ENOUGH
FOR HIM TO DEPART DAMASCUS ON DECEMBER 20.

11. THE EMBASSY'S NEW PABX IS HERE AND A NEW ROOM

TO ACCOMODATE IT IS COMPLETE. WE ARE WAITING FOR THE REGIONAL TECH TO COME AND INSTALL THE PABX. WE WOULD LIKE TO INSTALL ALL NEW LINES TO REPLACE THE HODGEPODGE OF WIRE THAT HAS DEVELOPED IN THE CHANCERY OVER THE YEARS. CRO IS MAKING AN ESTIMATE OF HOW MUCH NEW WIRE AND CONDUIT WILL BE NEEDED AND WHEN LIMITED OFFICIAL USE

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WE HAVE IT WE WILL REQUEST FUNDS. NOT ONLY WILL THIS IMPROVE THE TELEPHONIC SERVICES AND THE APPEARANCE OF THE BUILDING, BUT WILL PERMIT A SMOOTH TRANSITION FROM THE OLD PABX TO THE NEW. WE WILL ALSO REQUIRE FUNDS FOR FOUR 1A2 SYSTEMS AND PHONE INSTRUMENTS FOR THE ADMINISTRATIVE SECTION, CONSULAR SECTION, ECON/COMMERCIAL SECTION, AND THE GENERAL SERVICES SECTION ALL OF WHICH PRESENTLY HAVE NO INTER-OFFICE COMMUNICATION CAPABILITY.

12. BY SEPARATE CABLE WE ARE GOING TO REQUEST THAT A TEAM OF SEABEES BE SENT TO DAMASCUS TO DO MOST OF THE WORK THE DEPARTMENT HAD EXPECTED US TO DO BY LOCAL CONTRACTORS IN CONNECTION WITH THE CCC. EXPERIENCE GAINED THROUGH THE PAST YEAR HAS INDICATED THAT WORKING WITH LOCAL CONTRACTORS AND THEIR LABORERS IN SECURITY CONTROLLED AREAS IS COMPLETELY UNSATISFACTORY FROM THE POINT OF VIEW OF QUALITY, TIME AND EFFICIENCY. USE OF SEABEE BUILDERS IS, IN OUR OPINION, THE BEST SOLUTION TO OUR CONSTRUCTION IN SECURITY CONTROLLED AREAS. MURPHY

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